

## **Instructions for Completing the Test Cycle Enrollment Count with the Annual Data Collection Program on IRIS**

The Annual Data Collection will be available for entering the Test Cycle Enrollment Counts beginning March 6, 2006.

### **Test Cycle Enrollment Count Date**

The time period assigned by the State of Montana for administration of the state-wide Criterion-Referenced Test (CRT) for the 2005-06 school year, is March 6, 2006 to March 29, 2006. All schools must administer the CRT to students in grades 3-8 and 10 within the testing cycle window.

The enrollment count date for the testing cycle should be the last day that students took the CRT at a school. This may vary from school to school and district to district across the state. However, the date should fall between March 6, 2006 and March 29, 2006. The enrollment counts should include all grades served by the school, not just the tested grades.

### **Purpose**

Enrollment counts reported during the test cycle will be used to calculate test participation rates and attendance rates for adequate yearly progress determinations under No Child Left Behind legislation.

The testing cycle enrollment counts you report on this entry screen will be used in conjunction with the demographic information you have reported to Measured Progress on the Criterion Referenced Test booklets to determine overall and demographic subgroup test participation rates. These enrollment counts will also be used in conjunction with the ADC fall enrollment counts to calculate attendance rates. Participation rates and attendance rates will be used to make Adequate Yearly Progress determinations for your school and district under No Child Left Behind. Please check that demographic counts are reported accurately and consistently between the test booklets submitted to Measured Progress and the counts reported on this screen.

### **Due Dates**

The testing cycle enrollment count is due to county superintendents: April 13, 2006.

The testing cycle enrollment count is due to the Office of Public Instruction: April 20, 2006.

### **Additional Test Cycle Disaggregated Enrollment Information**

Further information on disaggregated enrollment is available on the OPI Web site on the Annual Data Collection page at <http://www.opi.mt.gov/adc/Index.html>.

Documents in a PDF format include:

- Glossary of Terms – Spring 2006 Update
- Blank Testing Cycle Enrollment Form With Instructions
- 2005-2006 Fall Enrollment Instructions
- ADC Test Cycle Tip Sheet

There is also a link from the Annual Data Collection Web page to IRIS online help which includes a list of frequently asked questions (FAQ). This is also a place where you may submit your own questions. The OPI will respond within 24 hours.

### **Logging into the Annual Data Collection on IRIS**

1. Go to the OPI Web site at [www.opi.mt.gov](http://www.opi.mt.gov)
2. Click on the IRIS tab.
3. Enter your Citrix username and password. Usernames remain the same as in the fall, and spring, but Citrix passwords have changed as follows: The last two characters of the Citrix password have changed from “SO” (for September, October) or “JF” (for January, February) to “MA” (for March, April). Example: Username: LE1399 Password: qZQ2p9MA (fall was qZQ2p9SO).
4. Click on the Annual Data Collection icon.
5. Next, you may or may not get a window prompting you to enter your full name and initials. If you do, just click “OK” (no need to enter anything).

### **Completing the Testing Cycle Enrollment in the Annual Data Collection on IRIS**

1. The first screen you will see in the Annual Data Collection program is the “Tip of the Day” screen. Read the tips, and then click on the “Continue” button.
2. Select a school from the drop-down list of schools available to your username. Click on the “Get Started” button.
3. There are two items available on the Data Entry menu, 1. “Disaggregated Enrollment” and 2. “Submit.”
4. Click on the “Disaggregated Enrollment” menu item. You will see a message reminding you that the information reported here will be used to make Adequate Yearly Progress (AYP) determinations. Click on the “OK” button.
5. Enter the last day of the school’s Criterion-Referenced Test (CRT) window. That is the last day that the Criterion-Referenced Test was administered to students at your school. This date must fall between March 6, 2006 and March 29, 2006. This is the day you should use as the basis for this enrollment count. If your school does not have students enrolled in a tested grade, use the last day the test was administered to students in your district. If your district does not have students enrolled in a tested grade, use March 29, 2006 as the official count date.
6. For every grade, gender, racial ethnic category that exists for students at the school, enter:
  - a. Grade. From the options available on the drop-down list of grades, select the grade for which you are providing data. **For testing cycle enrollment counts, ungraded students should be included with their age-appropriate grade level.**
  - b. Gender. Select Male or Female from the drop-down list.
  - c. Race/Ethnicity. From the options available on the dropdown list, select the one race or ethnicity category to which students most closely identify. A student should only be counted once, and only in one race/ethnicity category.
  - d. Count. For each grade, gender, racial/ethnic combination at the school, report the total number of students enrolled on the last day the Criterion-Referenced Test

was administered at your school. **Include students who have been absent for 11 or more consecutive days prior to and including the count date if your school considers them to be officially enrolled.** This is different from other enrollment counts. Note: All enrolled students should be tested. Demographics reported on students' test booklets should match the demographics reported for this enrollment count.

- e. Of the enrolled students reported in the count in (d) above, enter the number of students that qualify for each of the additional categories. The same student may be eligible for more than one of these additional disaggregation categories. Some students may not be reported in any of these additional categories. If students were coded on test booklets as being in one or more of these categories, report them in the same categories here.
- i. Free/Red Price Participant. A student eligible to participate for the Free/Reduced Lunch Program under the National School Lunch Act and who has an application on file to participate at the school.
  - ii. Special Ed Eligible. A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA-Part B) and who is receiving services.
  - iii. Limited English Proficient (LEP). An LEP student is an individual who is aged three through 21, who is enrolled or preparing to enroll in an elementary or secondary school: 1) who is an American Indian or Alaskan Native or a native of the outlying areas, and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or 2) who is migratory, whose native language is a language other than English, who comes from an environment where a language other than English is dominant, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual:
    - the ability to meet the state's proficient level of achievement on state assessments;
    - the ability to successfully achieve in classrooms where the language of instruction is English; or
    - the opportunity to participate fully in our society.
  - iv. Migrant. A Migrant student is a student who has moved within the last three years across international (Mexico and Canada only), state, or school district boundaries with his/her parent or guardian to enable the child (in the case of secondary youth), the child's guardian or parent, or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural, fishing, or dairy-related activity. The child may be in any grade between preschool (age three) and grade 12 and must not be above 22 years of age.
    - All eligibility determinations are made by trained recruiters and/or the Office of Public Instruction/Migrant Education Program (OPI/MEP).

- To identify a student as migrant, he/she must have a current Certificate of Eligibility (COE) on file with the OPI/MEP.
  - If you have a student who you think might be migrant, please contact either the local MEP director or the state office at (406) 444-2423 to determine if he/she is, in fact, a migrant and has a COE on file.
  - If there is migrant funded staff at the school, that means there are migrant students at the school.
- f. Absent Count. For each gender and racial/ethnic category per grade, of the enrolled student count reported in the count (step 6d above), enter the number of students that were absent on the official count date. For students absent for a portion of their normal instructional day, include the decimal number for partial-day absence in your cumulative absent count within the appropriate gender and racial/ethnic category. If a student is not enrolled in any programs or courses that meet on the official count date, the student is not absent unless he/she does not attend on the next day that one of his/her courses officially meets. Note: The OPI will calculate the number of students present by subtracting the number of students absent from the number of students enrolled. Absent students should be included in the enrolled count in step 6d.
  - g. Disaggregated Absent Count. Of the absent students reported above, enter the number of students (if any) that qualify for each of the additional categories. The same student may be eligible for multiple disaggregation categories.
  - h. Part-Time, less than 181 hours. For students in tested grades 3-8 and 10 only, enter the number of students who attend, on average, less than one hour of instruction per day. These students do not receive ANB funding and are not required to be tested. They will not be included in the test participation rate calculation. However, these students should be included in the enrolled count in step 6d.
  - i. Part-Time, less than 181 hours disaggregated. Of the part-time less than 181 hours students reported above, enter the number of students (if any) that qualify for each of the additional categories. The same student may be eligible for multiple disaggregation categories.
  - j. Nineteen year old or older students who are in the 10<sup>th</sup> grade. For students in the 10<sup>th</sup> grade only, enter the number of students who are 19 years old or older. These students do not receive ANB funding and are not required to be tested. They will not be included in the test participation rate calculation. However, these students should be included in the enrolled count in step 6d.
  - k. Nineteen year old or older students who are in the 10<sup>th</sup> grade disaggregated. For students in the 10<sup>th</sup> grade who are 19 years old or older that were entered above, enter the number of students (if any) that qualify for each of the additional categories. The same student may be eligible for multiple disaggregation categories.
7. Repeat step 6 for every grade, gender, racial/ethnic category with enrolled students at the school.
  8. Edit. To edit a grade, gender, racial/ethnic category that has already been entered, double-click on the corresponding entry in the box at the bottom of the screen.

9. Delete. To delete a grade, gender, racial/ethnic category that has already been entered, click to highlight/select the entry in the box at the bottom of the screen, then click on the “Delete” button at the lower right-hand side of the screen.
10. Preview and Print. To preview the enrollment report for the school, click on the button with the magnifying glass at the upper right-hand portion of the screen. To print the report, click on the printer menu item at the top left side of the print preview screen. A message box will instruct you to select either print to pdf or print to a printer. Select “Close” from the upper-left menu to return from the print preview screen to the data entry screen.
11. Select another school. Click on the pointing finger button at the upper left-hand side of the data entry screen and select a new school from the drop down list.
12. Exit the Enrollment Screen. Exit the data entry screen by clicking on the button with the open door and arrow on the upper right-hand portion of the entry screen.
13. If working at the school level, after all enrollment data for a school has been entered and reviewed, select “Submit” from the data entry menu.
14. If working at the district level, after all data for all schools in a district has been entered and reviewed, select “Submit” from the data entry menu.
15. To Exit the Program, click on the button with the open door icon on the upper right-hand side of the data entry menu.